

Birch Grove Community School

School Board Meeting Minutes

Tuesday, August 19, 2025

At Birch Grove Community School at 4:00pm

Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.

- 1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration: 4:00pm
- 2.0 Reading of the Mission Statement: Read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from July 15, 2025. **Motion to approve by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sarena Crowley to abstain from voting in regards to the leases. Judy Motschenbacher will abstain from NSFCU voting.
- 6.0 Community Comment: N/A
- 7.0 Financial Reports
 - 7.1 Cash Flow Projection: **Motion to approve by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.2 Monthly Register: **Motion to approve by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 7.3 Revenue Report: **Motion to approve made by Sarena Crowley, seconded Skip Lamb. Motion carried unanimously.**
 - 7.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded Sara Knottski. Motion carried unanimously.**
 - 7.5 Bank Statement: **Motion to approve made by Sara Knottski, second Mary VanDoren. Motion carried unanimously.**
 - 7.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, second Sarena Crowley. Motion carried unanimously.**
- 8.0 Enrollment Updates: 2025-2026: Budgeted at 43 Anticipating 46 (2 students will not be with us all year)
- 9.0 Policy Review/Approval: Policy 609 Religion: **Motion to approve with changes made by Mary VanDoren, seconded Sarena Crowley. Motion carried unanimously.**
- 10.0 Old Business
- 11.0 New Business
 - 11.1 Accept Donations: **Motion to approve made by Mary VanDoren, seconded Skip Lamb. Motion carried unanimously.**
 - 11.2 Approve Revised 25-26 School Year Calendar (switching from quarters to semesters): **Motion to approve made by Sarena Crowley, seconded Mary VanDoren. Motion carried unanimously.**
 - 11.3 Approve 3 Building Leases for 25-26: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Sarena Crowley abstains. Motion carried.**
 - 11.4 Approve All PTO Paid out at YE, No Roll-Over/Banking: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
 - 11.5 Student/Family Handbook 25-26: **Motion to approve with changes/additions made by Mary VanDoren, seconded Sarena Crowley. Motion carried unanimously.**
 - 11.6 School Board Member Oath of Office: Completed by all board members.
 - 11.7 VOA-MN School Pledge of Compliance 25-26: Judy Motschenbacher and Diane Blanchette signed.
 - 11.8 Maturing CD's with NSFCU: **Motion to approve rolling CDs into the 5-month CDs with the rate listed on the renewal (Diane will call NSFCU) made by Sarena Crowley, seconded Sara Knottski. Judy Motschenbacher abstained. Motion carried.**

11.9 Employee Handbook: **Motion to approve with changes made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**

12.0 Academics Review: Student On-line Platforms for 25-26: reviewed

13.0 Reports and Information

13.1 Administrative Report: Written report reviewed.

13.2 Teachers Report: Open house went well.

13.3 Board Member Report: Letter to Tofte

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

16.0 Set Date for the Next School Board Meeting: Tuesday, September 16, 2025 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 5:15pm made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**